

LEDINGHAM CHALMERS LLP: PRIVACY POLICY

Our privacy policy is regularly reviewed to make sure we continue to safeguard the privacy of our clients. We reserve the right to change and update this privacy policy and these changes will be posted on our website. We encourage you to visit this page from time to time to ensure that you are aware of any changes we may have made. If you have any queries concerning your personal information or any questions on our use of the information, please contact our compliance officer, Brian Hay at brian.hay@ledinghamchalmers.com.

In this privacy policy references to "we" and "us" are to Ledingham Chalmers LLP, a limited liability partnership registered in Scotland with registration number is SO300843. Our registered office is at Johnstone House, 52-54 Rose Street, Aberdeen AB10 1HA.

Ledingham Chalmers LLP is registered as a data controller with the Information Commissioner's Office (registration number Z6541990.)

WHAT INFORMATION WE COLLECT AND HOW

You may ask us to cease sending marketing information at any time by emailing us at mail@ledinghamchalmers.com; by sending us a message via the 'contact us' section of our website, or write to us at our Aberdeen office, and we will remove your details from our mailing list.

Volunteered

The information we collect via this website may include any personal details you type in and submit, such as your name, address, email address, etc.

IP addresses

The information we collect via this website may also include your IP address (this is your computer's individual identification number that is assigned to your computer when connected to the Internet) which is automatically logged by our web server. This information is collected by our web server at our Aberdeen office.

Our use of cookies

Cookies are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site. We don't use cookies to

personally identify you; our aim in using them is to be able to make the site better for you.

The table below explains the cookies we use and what each is for.

Cookie	Name	Purpose
Google Analytics	_utma _utmb _utmc _utmz	These cookies are used to collect information about how visitors use our site. We use the information to compile reports and to help us improve the site. The cookies collect information in an anonymous form, including the number of visitors to the site, where visitors have come to the site from and the pages they visited.

Changing your browser settings for cookies

You can adjust the settings in your web browser to determine whether sites can set cookies on your computer. If you've visited this website before, there may be previously set cookies on your computer. Visit allaboutcookies.org to find out how to configure these settings on a number of major browsers.

You can opt out of being tracked by Google Analytics across all websites by installing Google's opt-out browser add-on.

WHAT WE DO WITH YOUR INFORMATION

Compliance

Any personal information we collect from this website will be used in accordance with the Data Protection Act 1998 and other applicable laws.

Marketing

You do not have to give us any personal information in order to use most of this website. However, any information which you choose to give us via this website may be added to our marketing database and used by us for administration of our contacts and clients and for marketing our services and our events. We may send you information from time to time which we believe may be of interest to you, such as details of our services, legal updates and invitations to our events. It is possible that these messages will contain input from other companies or organisations with whom Ledingham Chalmers LLP is dealing. You may ask us to cease sending marketing

information at any time by emailing us at mail@ledinghamchalmers.com, by sending us a message via the 'contact us' section of our website, or writing to us at our Aberdeen office.

Statistics

The IP addresses logged by our web server may be used by us to perform technical diagnosis of our website's performance on a statistical basis and to analyse interest in our website.

Law enforcement

We reserve the right to cooperate with law enforcement officials in the investigation of alleged unlawful activities of our clients or relating to our clients. We will have no legal liability for such disclosures.

Update/delete data

You can ask us to update or remove your personal information by emailing mail@ledinghamchalmers.com, by sending us a message via the 'contact us' section of our website, or by writing to us at our Aberdeen office.

However, please note that we may need to keep some personal data in order to carry out any legal services you may ask us to perform.

Access to data

You also have the right to request a copy of any personal information we hold about you. To do this, please contact us at our Aberdeen Office and provide the following:

- your full name and address
- details of the information you want. Please be as specific as possible, and if it is not obvious, it would be helpful if you could explain why you expect us to hold your personal information.

We may also ask you to provide further information in certain circumstances including to clarify the terms of your request or to confirm your identity.

There is a £10 fee to cover our administration costs which must be paid before we can begin to process your request. Cheques should be made payable to "Ledingham Chalmers LLP". If you wish to pay by another means please contact us by emailing mail@ledinghamchalmers.com, by sending us a message via the 'contact us' section of our website, or writing to us at our Aberdeen office, to discuss alternative payment options.

Correct & update

Data Protection legislation states that we must ensure that personal data held by us is accurate and up-to-date. Please help us to fulfill this obligation by informing us of any changes in your personal details by contacting us at the email or postal address above.

More information

Detailed information about your rights under Data Protection legislation can be found on the website of the United Kingdom Information Commissioner, the address of which is (as at the date of this policy) www.informationcommissioner.gov.uk. The telephone number of the Information Commissioner's Office is 01625 545 700 (or (44) 1625 545 700 if phoning from outside the United Kingdom.)

Hyperlinks

This privacy policy only covers personal data collected via this website. While we carefully select the websites to which we link, we are not responsible for the privacy practices or the content of these websites.